



## Terms of Reference for Internship

### *Secretariat of the Convention on Biological Diversity*

**Duty Station:** Montreal, Canada

**Duration:** 3 months

**Deadline:** 12 November 2009

**Purpose:** The purpose of this internship is to assist the Executive Secretary of the Convention on Biological Diversity (SCBD) to carry out research on the Japanese society, its culture in relation to nature and the environment, in preparation for statements of the Executive Secretary at upcoming meetings in Japan as the host of the tenth meeting of the Conference of the Parties (COP 10).

The internship offers a good opportunity for an advanced undergraduate or graduate student to gain international work experience and become acquainted with the key issues, processes and decisions related to the implementation of one of the major United Nations multilateral environmental agreements.

**Background:** The Convention on Biological Diversity, administered by the United Nations Environment Programme (UNEP), is one of the key agreements adopted at the 1992 United Nations Earth Summit in Rio de Janeiro, where world leaders agreed on a comprehensive strategy for sustainable development – meeting our needs while ensuring that we leave a healthy and viable world for future generations. The Convention, with its 191 Parties, has achieved quasi-universal membership.

It sets out commitments for maintaining the world's ecological underpinnings as we go about the business of economic development. The Convention establishes three main goals: the conservation of biological diversity, the sustainable use of its components, and the fair and equitable sharing of the benefits from the use of genetic resources. At the World Summit on Sustainable Development, held in Johannesburg in September 2002, world leaders endorsed the so-called 2010 biodiversity target – to significantly reduce the current rate of biodiversity loss by 2010.

#### TERMS OF REFERENCE

In collaboration with relevant staff in the Office of the Executive Secretary, the intern will contribute to the implementation of the Secretariat's work in public awareness and outreach.



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COP 9 MOP 4 Bonn Germany 2008

**Duties and Responsibilities:****Competencies**

Candidates should have a background in journalism.

Candidate will carry out research, review and compile relevant information on the people and Japanese society, its culture in relation to nature and the environment in liaison with the Liaison Officer for Japan, and carry out other research assignments as requested by the Executive Secretary.

**Qualifications:**

Candidates from a wide range of disciplines are welcome for this post preferably with a degree in communications/journalism. The successful candidate must have a strong interest in public awareness, outreach and building capacity in the environmental field. The candidate should also be able to familiarize him/herself with biological diversity. The candidate must also have a fluency in spoken and written English and knowledge in a second UN language. He/she should enjoy working in a dynamic and multicultural environment.

**Competencies:**

Communication, Teamwork, Planning and Organizing and Creativity

**Date needed:**

In mid-November 2009, for a minimum of three months.

**Application:**

Please send your application to the email: [secretariat@cbd.int](mailto:secretariat@cbd.int)

## **General Information on Internship Programme**

### **Minimum Eligibility Criteria**

Please note the following minimum eligibility criteria for an internship at the Secretariat of the Convention on Biological Diversity.

The Applicant MUST:

- Be currently enrolled in a third or fourth year of under-graduate (BA/BSc) or in a graduate (Masters) or post-graduate (PhD) programme.
- Submit an endorsement from the nominating/sponsoring Institution.
- Be willing to intern on a full-time basis spending five days a week usually for a period of at least TWO MONTHS.
- Be covered by medical insurance and before arrival (if selected), provide the Secretariat with a medical doctor's attestation of your general health.

### **General Conditions Governing the Internship Programme**

#### *Administrative Conditions*

- Internships with the UN are not remunerated and all the expenses connected with it must be borne by the intern or by the sponsoring institution or government.
- There is no expectancy of employment at the end of the internship, and the UN accepts no responsibility for accidents and/or illness incurred during the interns stay.
- The UN does not deal with immigration authorities in Canada and, therefore, the intern is responsible for obtaining any necessary visas on his/her own.

#### *Additional Conditions*

- The intern will conduct him/herself at all times in a manner compatible with the responsibilities as a holder of a UN internship programme, and will not engage in any activity that is incompatible with the discharge of duties with the organization.
- The intern will exercise the utmost discretion in all matters of official business of the organization.
- The intern will not communicate at any time to any other person or authority external to the UN, any information known by reason of the internship which has not been made public, except in the course of duties or by authorization of the UN; nor shall the intern at any time use such information to private advantage.
- The intern shall keep confidential any and all unpublished information made known by the accepting office in the course of the internship and not publish any reports or papers on the basis of information obtained during the length of the programme, except upon the authorization of the UN.
- The intern shall arrange for own transport to and from the UN.
- The intern will provide a written notice in case of illness or other unavoidable circumstances which might prevent him/her from fulfilling his/her obligations.
- The intern will prepare an exit report and an exit questionnaire and submit them to the Human Resource Management Service at the end of the assignment.